OFFICE OF THE VICE CHANCELLOR FOR RESEARCH

Research Administrators Monthly Meeting
January 2020

Chelsea Matthews
Juan Tamparillas
Office of Sponsored Programs - Pre Award

Agenda

- Announcements for the Office of Sponsored Program (OSP)
- Pre Award/Post Award Contacts
- Institutional Numbers - When to use
- Clinical Trial Submission Process
- Non Competing Continuation Progress Report Form & Process
- Discussion/Questions

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Reminder!

- OSP has launched *myProposals* for online grant proposal routing and approval. This system replaced the "Proposal Approval Form (PAF)"

- **OSP no longer accepts the paper PAF**

- If you have not attended training, please visit the myProposals *training page* to find dates and times, and to RSVP

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OSP Communication
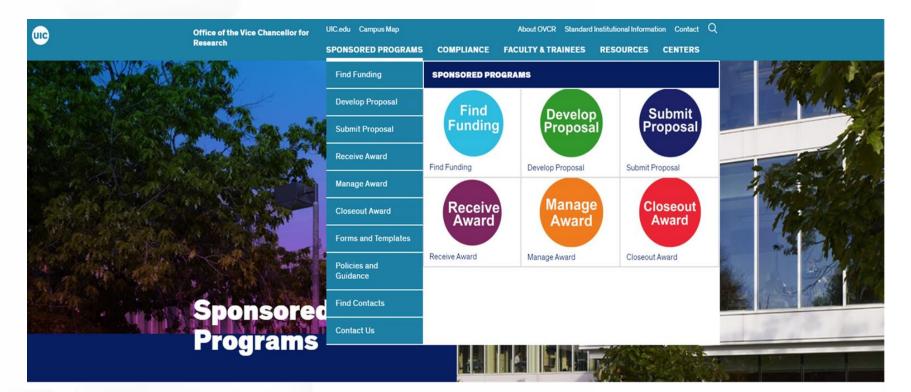
Assigned Pre Award & Post Award Sponsored Project Specialist listed at

https://research.uic.edu/sponsoredprograms/find-contacts/

Questions: contact assigned sponsored project specialist

Find Funding ⌄

Develop Proposal

Submit Proposal ⌄

Receive Award ⌄

Manage Award ⌄

Closeout Award ⌄

Forms and Templates

Policies and Guidance

Find Contacts ^

   Agreement Negotiator Contacts

   Proposal Submission Contacts

   Post-Award Contacts by Topic

Contact Us

Find Contacts

Proposal Submission →   **Award Negotiation** →   **Post-award Management** →

Office of Sponsored Programs (OSP) - Pre-Award

1737 West Polk Street
310 Administrative Office Building – MC-672
Chicago, IL 60612
Phone: 312-996-2862
Fax: 312-996-9598

Office of Sponsored Programs (OSP) - Post-Award

809 South Marshfield Avenue
Marshfield Building, 5th Floor – MC-551
Chicago, IL 60612
Phone: 312-996-3373
Fax: 312-413-0798
Who manages my grant?
Staff Listing

Contact OSP Pre-Award for:

- Proposal and budget review

- Submission of proposals

- Requests from sponsors regarding pending and awarded projects

Contact OSP Post-Award for:

- Set up of sponsored project accounts & budgets in Banner

- Set up of anticipation accounts

- Creation/removal of subcontract and consultant

SPONSORED PROGRAMS

Find Funding ⌄

Develop Proposal

Submit Proposal ⌄

Receive Award ⌄

Manage Award ⌄

Closeout Award ⌄

Forms and Templates

Policies and Guidance

Find Contacts ⌃

Agreement Negotiator Contacts

Proposal Submission Contacts

Post-Award Contacts by Topic

Contact Us

● ▸ Sponsored Programs ▸ Find Contacts ▸ Proposal Submission Contacts

Proposal Submission Contacts

Please contact Peggy Diskin (312-996-6150) with any questions related to your assignment.

Department

A	⌄
B	⌄
C	⌄
D	⌄
E	⌄
F	⌄
G	⌄
H	⌄

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OSP Communication

System Name	Examples - When to Use
myProposals	New Proposals (requesting new funding) Amendment/Supplement (requesting new additional funding) linked to an active award
OSPWeb	Other Types of Requests for Action Non Competing Continuation Progress Report (NCCPR) Form Research Progress Performance Report (RPPR) Final Closeout award Requests Proposal Updates Relinquishing Award to a New Institution Institutional Endorsement for Sponsor Forms Sponsor submission requests
awards@uic.edu	Communications with Sponsors NIH NCE Request

Institutional Numbers

What does this number mean?

When do I use this number?

myProposals Proposal ID

Institutional Proposal Number

Institutional Award Number

OSP Communication

Name	When to Use
myProposals ID e.g. 5254 (4 digit number)	Requesting action while working with the assigned sponsored project reviewer for submission to the sponsor (Pre-Award Phase)
Institutional Proposal Number e.g. 00432809 (8 digit number)	Requesting action after proposal is submitted to sponsor, but before awarded to UIC (Pre-Award Phase)
Institutional Award Number e.g. 091236 (digit number)	Requesting action after receiving the award from sponsoring agency (Post Award Phase)
Sponsor Award Number R01MH096744	Provided by Sponsoring Agency

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myProposals

https://research.uic.edu/sponsoredprograms/proposals/how-to-submit-a-proposal-for-review/

How to Submit a Proposal for Review

- Add all proposal information and documents to a new myProposals transmittal document.

- Obtain all necessary project certifications/approvals in myResearch Portal.

- Submit the myProposals transmittal document and the sponsor application to OSP at least 5 business days prior to the sponsor deadline.

- OSP reviews and identifies any issues that require revision.

- OSP provides institutional endorsement of the proposal and in the case of non-electronic submission returns it to the PI/Department for routing . If submission is required by the authorized official/business office, OSP forwards the proposal to the sponsor via their applicable electronic system.

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myProposals

Both sponsor fields (direct & prime) should be completed in myProposals

Proposal Details

* indicates required fields

ⓘ Document was successfully saved.   X

Proposal Type: *	New ▾

Lead Unit: 2-437000 - Bioengineering-Engineering-C

Activity Type: *	Research - Basic ▾

Project Dates: * 09/01/2020   to   08/31/2025

Project Title: * NRT: MICROFLUIDICS

Sponsor: * 129524   National Science Foundation 🔍

Prime Sponsor: 129524   National Science Foundation 🔍

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OSPWeb

Office of Research Services (ORS) is now Office of Sponsored Programs (OSP). Due to this change the ORSWeb application is renamed to OSPWeb

You will automatically redirected to new site: If you are not redirected automatically to new site, please click here

https://research.uic.edu/sponsoredprograms/submission-links-and-forms/

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Clinical Trials Submission Process

Clinical Trials often have unique characteristics:

- Confidentiality Agreement

- Contract Negotiation

- Budget Negotiation

Clinical Trial Submission Process

Confidentiality Agreement (CDA or NDA)

- Processed by OSP
  - Submitted through OSPWeb with CDA Intake Form

- Requires Institutional Endorsement

- Acknowledged by PI

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Clinical Trial Alternative Submission Process

- ■ Step I: Clinical Trial Agreement Review

  - ▪ Submit draft CTA & Consent Form through myProposals as Pre-Proposal

    - • No budget

    - • No departmental approvals

    - • Only PI certification

  - ▪ No-$ Institutional Proposal created ➡ Anticipation Account

  - ▪ Award # Assigned

  - ▪ Routed to Contract Negotiator

Clinical Trial Alternative Submission Process

- ## Step II: Execution

  - Submit Finalized Budget through myProposals as Supplement/Amendment

    - Reference Award #
    - Certifications and Approvals Required (including Scott Kennedy's)

  - Institutional Proposal with budget created

  - IRB Approval & Final Reconciliation

    - Email IRB Approval Letter & Final Informed Consent to Contract Negotiator

  - CTA Executed

Non Competing Continuation Progress Report Form (NCCPR)

- NCCPR Form is required to process the Research Performance Progress Report (RPPR) routed via OSPWeb
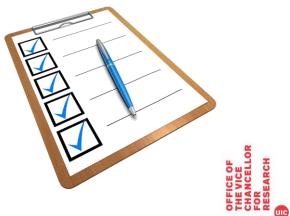
RPPR

PROCESS

https://research.uic.edu/sponsoredprograms/submission-links-and-forms/

NCCPR Form

- In an effort to streamline the RPPR process, submit the signed NCCPR form via OSPWeb along with the IRB/ACC/IBC approval letters

- The NCCR Form should be prepared and submitted to OSP a **minimum of five full business days** prior to the Sponsor due date

- PI signature is required

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Non-Competing Continuation Progress Report
This Form is only used when a progress report is required to be submitted to the sponsor when no new funds are being requested.
Note: No internal budget required.

KC Version 1.0 (6/15/2016)

Office of Sponsored Programs (OSP)
1737 West Polk Street (MC 672)
304 Administrative Office Building
Chicago, IL 60612
Phone: 312-996-2862 Fax: 312-996-9005

For OSP Use Only

IP #: _____   Previous PAF #: _____

Date: ____ / ____ / 20 ____   Time In: _____

COI   ☐ Yes ☐ No

AOR Signature _____   Date: _____

Sponsor Deadline: Date		(CST):		Date of: **Please Select**
Electronic Submission: ☐ Yes ☐ No		If yes, **Please Select**, if other please specify :		
Previous Institutional number: ____				

I. UIC Project Contact (e.g. Business Manager, Program Coordinator)

Name:	Email:	Phone:	Mail Code:

II. Principal Investigator

Name:	UIN Number:	Home Unit Name and Org. Code:
Email:	Phone:	

III. Project Title and Sponsor Name

Full Name of Sponsoring Organization:

IV. Compliance

This project uses or involves:	Yes/No	Clearance required:
Human subjects or tissues	☐ Yes ☐ No	☐ Pending (For all New and Competitive Renewal Applications) ☐ IRB #: _____
Animals	☐ Yes ☐ No	☐ Pending (For all New and Competitive Renewal Applications) ☐ ACC #: _____
Recombinant DNA or Infectious Agents/Toxins	☐ Yes ☐ No	Institutional Biosafety Committee Protocol No. _____
Human Embryonic Stem Cells	☐ Yes ☐ No	ESCRO No. _____
UIC hospital, clinics or MRI center	☐ Yes ☐ No	Hospital/Clinic/MRI Center Approval: Signature _____ Date _____
A change in your COI disclosure since your original submission.	☐ Yes ☐ No	If Yes, then you must contact the Conflict of Interest Office at COI@uic.edu or **(312-996-4070)**

V. Certification/Approvals

All personnel, regardless of compensation, who have dedicated at least 1 calendar month of effort during the current budget period have been listed in Section D: Participants. The Principal Investigator certifies the following: (1) that the information submitted within the application is true, complete and accurate to the best of their knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the Investigator(s) to criminal, civil, or administrative penalties; (3) agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application; (4) that you are not currently debarred, suspended or ineligible to receive federal or non-federal funds; (5) that, as required by the University, you are current in your financial conflict of interest training, disclosures of sponsored or reimbursed travel and disclosures of known significant financial interests (and those of spouse or domestic partner, parents, siblings and children) that might reasonably be related to your University responsibilities; and (6) when required under sponsor regulation. The PI further certifies that all Senior/Key Personnel including subrecipient(s) proposed under this submission are current in such disclosures of known significant financial interests.

PI Name:	PI Signature	Date

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When to submit NCCPR Form

- Route the NCCPR Form once the PI has completed the progress report

- The NCCPR form notifies OSP that the PI is ready to submit the progress report/RPPR

- RPPR request will include a specific due date via eRA Commons to the Authorized Official

Procedures for Submitting a NCCPR Form

- NCCPR form must be submitted via OSPWeb

- Log into OSPWeb

- Complete the fields and attach form and IRB/ACC/IBC Approval letters

- See website here: https://research.uic.edu/sponsoredprograms/submission-links-and-forms/

Procedures for Submitting a RPPR

- Route RPPR to Authorized Official (AO) via eRA Commons

- Joanna Groden, Ph.D - Institutional Authorized Official

- Do not route the RPPR to the assigned sponsored project specialist via eRA Commons

RPPR

PROCESS

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Procedures for Submitting a RPPR

- OSP will review the information for compliance and work with the PI and business manager to revise the RPPR as needed

- When RPPR documentation is fully compliant, an Authorized Organizational Representative (AOR) within OSP will submit the RPPR to the sponsoring agency for review

Procedures for Submitting a RPPR

Animal Care Committee (ACC)

Institutional Biosafety Committee (IBC)

Institutional Review Board (IRB)

Approval letters **are required** with progress reports (& JIT submissions)

Include approval letters in OSPWeb submission & signed NCCPR Form

OSP Updates

- Change of PI is a two-step process
  - Request prior approval from sponsor
  - Submit change of PI request with written sponsor approval via OSPWeb

https://research.uic.edu/sponsoredprograms/managing-an-award/prior-approval/

OSP Updates

Standard Institutional Information

- All Department of Health & Human Services (HHS) applications should include the A5 designation in the federal identifier

    HHS Entity ID No. 1-376000511-A5

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OSP Updates

Standard Institutional Information

- Investigators submitting to Department of Defense (DoD) for Preproposals submitted via eBRAP

- Select the University account with
  DUNS #098987217

OSP Reminders

- Minimum of **5** business days required for electronic submissions

- All certifications/approvals required for myProposals submissions

OSP Resources

- Find Pre Award and Post Award Contacts

  https://research.uic.edu/sponsoredprograms/

- myProposals

  https://myresearch.uillinois.edu/myProposals/

- OSPWeb

  https://myresearch.uillinois.edu/sponsoredprograms/

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OSP Resources

- Non Competing Continuation Progress Report (NCCPR) Form

    https://research.uic.edu/sponsoredprograms/submission-links-and-forms/

- Standard Institutional Information

    https://research.uic.edu/sponsoredprograms/standard-institutional-information/

- Prior Approval Requests

    https://research.uic.edu/sponsoredprograms/managing-an-award/prior-approval/

Discussion

Next Meeting

Wednesday, February 19 from 1-2pm

Topic:

Federal Contracts Management

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